



JOB DESCRIPTION

Job Title: Team Leader – Sealant Division
Reports to: Sealant Division Manager
Department: Sealant division
FLSA Status: Non-Exempt
Date: Revised 08/17, 10/20

Job Summary:

The Sealant Division Team Leader is responsible for supporting the Sealant Division Manager and participates in the creation of a quality product that meets all customer quality and production standards in a timely manner.

Minimum Quality Responsibilities:

- Oversees the manufacturing and shipping of sealant and related chemicals.
- Evaluates the production process to maintain optimum efficiency.
- Coordinate with customer service to ensure orders are met.
- Responsible for the acquisition and addition of raw materials into mixing equipment and the operation of that equipment until batches are completed and transferred.
- Operate process equipment with minimal supervision by following department Standard Operating Procedures (SOP) and Work Instructions (WI).
- Troubleshooting of process and equipment to identify potential problems.
- Performs testing to ensure product conformity and specification.
- Prepare product for shipment include but not limited to, Product identification labels, Safety Data Sheets, GHS compliant labels, packing list etc.
- Commitment to following OSHA procedures and all Godfrey & Wing safety standards.
- Enforce all safety policies on the production floor.
- Maintain communication between management and direct reports to ensure that necessary policies are understood and followed.
- Ensure department area cleanliness.
- Perform simply daily/monthly/annual maintenance of equipment.
- Performs other related duties as assigned.

Supervisory Responsibilities:

- Supervision of Sealant Division operator.



Minimum Job Requirements:

Education:

- High School Diploma or equivalent required.
- Minimum of 2 or years in a manufacturing environment.

Language:

- Must be able to communicate in English, both written and spoken.

Experience:

- Experience handling hazardous chemicals, fork lift experience and computer knowledge preferred.

Specific Skills:

- Ability to create and adhere to effective schedules.
- Strong organizational skills.
- Firm understanding of OSHA safety regulations.
- Ability to read and understand SDS (Safety Data Sheet).
- A strong awareness and commitment to safety and quality.
- Strong Leadership skills.

Physical Demands:

- Ability to lift up to 50 pounds.
- Ability to stand on solid surface for long periods.
- In summer month, work environment may be hot and humid.

Travel Requirement:

- Maybe be required to make local delivery and pickup.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.